

**Florida Agricultural and Mechanical University
Board of Trustees**



**Direct Support Organizations Committee Meeting
Thursday, August 9, 2018
9:00 a.m. – 9:30 a.m.
FAMU College of Law**

Committee Members: Thomas Dortch – Chair; Dave Lawrence – Vice Chair
Bettye Grable, David Jackson III, Kelvin Lawson

AGENDA

- I. Call to Order Thomas Dortch, Chair
- II. Roll Call Ms. Angie Wiggins

ACTION ITEMS

- III. Acceptance of DSO Budgets: FY 2018-2019 Dr. Shawnta Friday-Stroud
1. FAMU Foundation, Inc. Interim Vice President
2. FAMU National Alumni Association University Advancement
3. FAMU Rattler Boosters
- IV. Approval of New DSO Board Members Dr. Friday-Stroud
1. FAMU Foundation Board of Directors
a. Faculty Representative
b. Student Government Association Representative
- V. Adjournment Chair Dortch

**Florida Agricultural and Mechanical University
Board of Trustees**



ACTION ITEM

**Direct Support Organizations Committee
Thursday, August 9, 2018
Agenda Item: III. 1.**

| Item Origination and Authorization | | | | |
|---|------------------|--------------------|------------------------|--------------------|
| | Policy _____ | Award of Bid _____ | Budget Amendment _____ | Change Order _____ |
| | Resolution _____ | Contract _____ | Grant _____ | Other _____ |

| Action of Board | | | | |
|------------------------|------------------------------|-------------------|-----------------|-----------------|
| Approved _____ | Approved w/ Conditions _____ | Disapproved _____ | Continued _____ | Withdrawn _____ |

Subject: **Acceptance of DSO Budget: FAMU Foundation, Inc.**

Rationale: The DSO Budgets are submitted for acceptance in accordance with FAMU Board of Trustees Policy Number 2018-01.

The DSO shall submit an annual operating budget, which has been approved by the DSO's governing board and by the President and submitted to the Board for approval. The budget shall be submitted no later than sixty (60) days after the first day of the fiscal year for which the budget pertains.

Attachment: Foundation Operating Budget (see Attachment)

Recommendation: Acceptance of the FAMU Foundation Operating Budget

FAMU FOUNDATION, INC.
PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2018-2019

| | 2018-2019 | 2017-2018 | |
|---|----------------------------|---------------------------|----------------------------------|
| | Proposed Budget | Revised Budget | Actuals at 6/30/2018* |
| REVENUE AND SUPPORT | | | |
| Operating Revenue | \$2,271,551 | \$2,132,640 | \$2,028,827 |
| <i>Endowment Administrative Fees [1.5%]</i> | \$1,795,551 | \$1,781,640 | \$1,780,263 |
| <i>Incoming Gifts Fees [5% or 7%]</i> | \$400,000 | \$300,000 | \$174,557 |
| <i>Admin Fees on Miscellaneous Revenue (7%)</i> | \$70,000 | \$45,000 | \$68,062 |
| <i>Admin Fees on Disbursements [\$2.50]</i> | \$6,000 | \$6,000 | \$5,945 |
| License Tags Revenue | \$450,000 | \$425,000 | \$420,990 |
| Rents & Fees 625 East Tennessee Street | \$75,000 | \$65,000 | \$7,225 |
| Contingency Revenue | \$75,000 | \$18,000 | \$0 |
| TOTAL REVENUE AND SUPPORT | \$2,871,551 | \$2,640,640 | \$2,457,042 |
| EXPENDITURES | | | |
| Foundation Operations | | | |
| Staff Salaries and Benefits | \$725,000 | \$570,165 | \$557,895 |
| Contractual Services | \$25,000 | \$25,000 | \$22,586 |
| General Counsel & Legal Services | \$50,000 | \$33,000 | \$24,000 |
| Auditing and Accounting Services | \$100,000 | \$55,000 | \$50,000 |
| Foundation Board Support | \$90,000 | \$91,000 | \$85,705 |
| Staff Travel | \$30,000 | \$30,000 | \$7,198 |
| Memberships & Subscriptions | \$5,000 | \$5,000 | \$46 |
| Insurance | \$22,000 | \$22,000 | \$16,594 |
| Janitorial Services | \$30,000 | \$22,000 | \$20,709 |
| Office Security Monitoring | \$10,000 | \$10,000 | \$6,860 |
| Office Utilities | \$50,000 | \$60,000 | \$21,951 |
| Pest Control | \$4,000 | \$4,000 | \$1,341 |
| Grounds Maintenance | \$12,000 | \$12,000 | \$9,275 |
| Software Maintenance | \$50,000 | \$98,500 | \$48,761 |
| Telephone | \$2,500 | \$2,500 | \$0 |
| Office Equipment/Furniture | \$10,645 | \$12,840 | \$5,922 |
| Materials, Printing & Postage | \$20,000 | \$19,500 | \$12,127 |
| 625 E TN Street Renovations | \$100,000 | \$75,000 | \$62,363 |
| 625 E TN Street Reserve Fund | \$0 | \$0 | \$0 |
| Bank Fees | \$5,000 | \$5,000 | \$4,527 |
| Donor Outreach Support / Other | \$25,000 | \$27,900 | \$24,891 |
| Operating Contingency | \$12,171 | \$7,000 | \$0 |
| Total Foundation Operations | \$1,378,316 | \$1,187,405 | \$982,752 |

| | 2018-2019 | 2017-2018 | |
|---|----------------------------|---------------------------|----------------------------------|
| | Proposed Budget | Revised Budget | Actuals at 6/30/2018* |
| Office of University Advancement | | | |
| Advancement Operations/Develop't Support | \$80,000 | \$80,000 | \$80,000 |
| Fundraising Activities [75% lic tag rev] | \$337,500 | \$318,750 | \$315,743 |
| Total Office of University Advancement | \$417,500 | \$398,750 | \$395,743 |
| University Support | | | |
| University President Compensation | \$310,750 | \$0 | \$0 |
| Interim University President Compensation | \$0 | \$310,750 | \$310,750 |
| Office of the President | \$100,000 | \$140,000 | \$140,000 |
| University Auxiliary Support | \$298,485 | \$250,485 | \$250,485 |
| Board of Trustees Assessment | \$36,000 | \$36,000 | \$36,000 |
| Board of Governors Assessment | \$14,000 | \$14,000 | \$12,777 |
| Lobbying Expenses | \$70,000 | \$70,000 | \$70,000 |
| University Stadium Support | \$0 | \$60,000 | \$59,208 |
| License Tags Scholarships [25% lic tags rev] | \$112,500 | \$106,250 | \$105,248 |
| Athletics Salary Support | \$134,000 | \$67,000 | \$67,000 |
| Total University Support | \$1,075,735 | \$1,054,485 | \$1,051,467 |
| TOTAL EXPENDITURES | \$2,871,551 | \$2,640,640 | \$2,429,961 |
| REVENUE LESS EXPENDITURES | \$0 | \$0 | \$27,081 |

*Preliminary, pending adjustments to close fiscal year.

FAMU FOUNDATION, INC.
PROPOSED OPERATING BUDGET FOR FY 2018-2019 _ Notes

7/12/2018

| | 2018-2019 | 2017-2018 | | |
|---|-------------------------|---------------------------|----------------------------------|------------|
| | Draft Budget | Revised Budget | Actuals at 6/30/2018* | Difference |
| REVENUE AND SUPPORT | | | | |
| Operating Revenue | \$2,271,551 | \$2,132,640 | \$2,028,827 | (103,813) |
| Total of Endowment Fees, Incoming Gifts Fees, Admin. Fees on Miscellaneous Revenue, and Admin Fees on Disbursements. | | | | |
| <i>Endowment Administrative Fees [1.5%]</i> | \$1,795,551 | \$1,781,640 | \$1,780,263 | (1,377) |
| Annual administrative fee of 1.5% on \$119,703,406, the 12 quarter average market value of the total investment portfolio, charged to each endowment. There are several endowments that have lower than 1.5%. | | | | |
| <i>Incoming Gifts Fees [5% or 7%]</i> | \$400,000 | \$300,000 | \$174,557 | (125,443) |
| Incoming gifts below \$5K are charged 7%, gifts of \$5K and above are charged 5%. Projected cash gifts of \$5MM from private donor @5% = \$250K + estimated additional gifts during 2018-2019 of \$3MM at 5% is \$150K, total budget of \$400,000. | | | | |
| <i>Admin Fees on Miscellaneous Revenue (7%)</i> | \$70,000 | \$45,000 | \$68,062 | 23,062 |
| Fee of 7% for payments received on non-gifts (dues, subscriptions, registrations, etc.). | | | | |
| <i>Admin Fees on Disbursements</i> | \$6,000 | \$6,000 | \$5,945 | (55) |
| Check processing Fee of \$2.50 for approximately 2,400 checks to processed. | | | | |
| License Tags Revenue | \$450,000 | \$425,000 | \$420,990 | (4,010) |
| Promotion: "This is how we roll", to increase license plates revenue. Projecting 5% increase as license plates are strongly promoted + potential revenue from other states (GA). | | | | |
| Rents & Fees 625 East Tennessee Street | \$75,000 | \$65,000 | \$7,225 | (57,775) |
| Small Business Development Center lease is \$3K/month = \$36K. Vacant spaces on second floor: adjacent side to SBDC rentable at \$3K/month + remaining space rentable at \$1400-1500/month = \$39K, expect to lease the remaining spaces within the next couple months. | | | | |
| Contingency Revenue | \$75,000 | \$18,000 | \$0 | (18,000) |
| Line item needed to balance the budget revenue and expenses; approximate fund/reserve balance of \$500K. | | | | |
| TOTAL REVENUE AND SUPPORT | \$2,871,551 | \$2,640,640 | \$2,457,042 | 183,598 |
| EXPENDITURES | | | | |
| Foundation Operations | | | | |
| Staff Salaries and Benefits | \$725,000 | \$570,165 | \$557,895 | 12,270 |
| See attached sheet with current salaries and benefits per University Budget Office. Allowance for reorganization and salaries adjustments. | | | | |
| Contractual Services | \$25,000 | \$25,000 | \$22,586 | 2,414 |
| General Counsel & Legal Services | \$50,000 | \$33,000 | \$24,000 | 9,000 |

| | 2018-2019 | 2017-2018 | | |
|---|-------------------------|---------------------------|----------------------------------|------------|
| | Draft Budget | Revised Budget | Actuals at 6/30/2018* | Difference |
| Foundation will continue to use University General Counsel Office regarding legal matters until General Counsel consultant is hired for the Foundation. | | | | |
| Auditing and Accounting Services | \$100,000 | \$55,000 | \$50,000 | 5,000 |
| External audit of financial statements \$51K + Operational audit and other related services up to \$49K. | | | | |
| Foundation Board Support | \$90,000 | \$91,000 | \$85,705 | 5,295 |
| Fall 2018 meeting in Orlando, FL and Spring 2019 meeting in Birmingham, AL. | | | | |
| Staff Travel | \$30,000 | \$30,000 | \$7,198 | 22,802 |
| Travel for fundraisers must be paid from Foundation. | | | | |
| Memberships & Subscriptions | \$5,000 | \$5,000 | \$46 | 4,954 |
| Insurance | \$22,000 | \$22,000 | \$16,594 | 5,406 |
| Janitorial Services | \$30,000 | \$22,000 | \$20,709 | 1,291 |
| Increase due to janitorial services expanded to the second floor. | | | | |
| Office Security Monitoring | \$10,000 | \$10,000 | \$6,860 | 3,140 |
| Office Utilities | \$50,000 | \$60,000 | \$21,951 | 38,049 |
| Based of \$4K/month, includes second floor of building. | | | | |
| Pest Control | \$4,000 | \$4,000 | \$1,341 | 2,659 |
| Grounds Maintenance | \$12,000 | \$12,000 | \$9,275 | 2,725 |
| Software Maintenance | \$50,000 | \$98,500 | \$48,761 | 49,739 |
| Development and Accounting software maintenance renewal was paid thru University funds (University Advancement salary savings); remaining software: Concourse Hosting \$12K + Fundriver \$18K + supporting services are included in this budget line. | | | | |
| Telephone | \$2,500 | \$2,500 | \$0 | 2,500 |
| Office Equipment/Furniture | \$10,645 | \$12,840 | \$5,922 | 6,918 |
| Covers copiers/printers maintenance and additional equipment as needed. | | | | |
| Materials, Printing & Postage | \$20,000 | \$19,500 | \$12,127 | 7,373 |
| 625 E TN Street Renovations | \$100,000 | \$75,000 | \$62,363 | 12,637 |
| Covers: 2 AC units = \$48K + Electronic Signs \$12,402 + Parking lot repave \$5K-\$10K + unanticipated repairs/renovation expenses. | | | | |

| | 2018-2019 | 2017-2018 | | |
|--|-------------------------|---------------------------|----------------------------------|------------|
| | Draft Budget | Revised Budget | Actuals at 6/30/2018* | Difference |
| 625 E TN Street Reserve Fund | \$0 | \$0 | \$0 | 0 |
| Bank Fees | \$5,000 | \$5,000 | \$4,527 | 473 |
| Donor Outreach Support / Other | \$25,000 | \$27,900 | \$24,891 | 3,009 |
| Expenses incurred while fundraising, such as, Board meetings events registrations, gifts for Board members and potential donors, etc. Also line used to note other miscellaneous charges not itemized on operating budget. | | | | |
| Operating Contingency | \$12,171 | \$7,000 | \$0 | 7,000 |
| Total Foundation Operations | \$1,378,316 | \$1,187,405 | \$982,752 | 204,653 |
| Office of University Advancement | | | | |
| Advancement Operations/Develop't Support | \$80,000 | \$80,000 | \$80,000 | 0 |
| Allocation for the Executive Director to assist with fundraising and related expenses. | | | | |
| Fundraising Activities [75% lic tag rev] | \$337,500 | \$318,750 | \$315,743 | 3,008 |
| 75% of the amount estimated for license tags revenue; amount will be used for fundraising activities including fundraising staff. | | | | |
| Total Office of University Advancement | \$417,500 | \$398,750 | \$395,743 | 3,008 |
| University Support | | | | |
| University President Compensation | \$310,750 | \$0 | \$0 | 0 |
| Amount based on fiscal year 2017-2018 invoice. | | | | |
| Interim University President Compensation | \$0 | \$310,750 | \$310,750 | 0 |
| Permanent University President has been hired. | | | | |
| Office of the President | \$100,000 | \$140,000 | \$140,000 | 0 |
| To provide allocation to the President's Office to support events such as convocation, commencement, departmental travelers without funds, expenses not allowable with state funds, etc. | | | | |
| University Auxiliary Support | \$298,485 | \$250,485 | \$250,485 | 0 |
| Amount based on repayment schedule. | | | | |
| Board of Trustees Assessment | \$36,000 | \$36,000 | \$36,000 | 0 |
| Board of Governors Assessment | \$14,000 | \$14,000 | \$12,777 | 1,223 |

| | 2018-2019 | 2017-2018 | | |
|---|-------------------------|---------------------------|----------------------------------|------------|
| | Draft Budget | Revised Budget | Actuals at 6/30/2018* | Difference |
| Lobbying Expenses | \$70,000 | \$70,000 | \$70,000 | 0 |
| University Stadium Support | \$0 | \$60,000 | \$59,208 | 792 |
| Paid in full during fiscal year 2017-2018. | | | | |
| License Tags Scholarships [25% lic tags rev] | \$112,500 | \$106,250 | \$105,248 | 1,003 |
| 25% of the amount estimated for license tags revenue; amount will be used for scholarships. | | | | |
| Athletics Salary Support | \$134,000 | \$67,000 | \$67,000 | 0 |
| Foundation support of Athletics Salaries for fiscal year 2018-2019. | | | | |
| Total University Support | \$1,075,735 | \$1,054,485 | \$1,051,467 | 3,018 |
| TOTAL EXPENDITURES | \$2,871,551 | \$2,640,640 | \$2,429,961 | 210,679 |
| | | | | 0 |
| REVENUE LESS EXPENDITURES | \$0 | \$0 | \$27,081 | (27,081) |

*Preliminary, pending adjustments to close fiscal year.

FAMU Foundation
Proposed Foundation Staff Salaries and Benefits
Fiscal Year 2018-2019

| Staff | | PROPOSED 2018-2019 |
|--|--------|-------------------------------|
| Sr. Director, Finance & Accounting | Filled | \$161,561 |
| Accounting Operations Manager | Filled | \$112,834 |
| Coordinator, Gift Processing | Filled | \$62,985 |
| Fiscal Assistant - Cash Receipts | Filled | \$63,253 |
| Fiscal Assistant - Account Payables | Filled | \$54,732 |
| Office Manager | Filled | \$53,625 |
| Temporary Worker (OPS) - Gift Processing | Filled | \$25,000 |
| Administrative Asst. to Executive Director | Filled | \$15,445 |
| Reorganization and Adjustments | | \$175,565 |
| Total | | \$725,000 |

**Florida Agricultural and Mechanical University
Board of Trustees**



**ACTION ITEM
Direct Support Organizations Committee
Thursday, August 9, 2018
Agenda Item: III. 2.**

| Item Origination and Authorization | | | | |
|------------------------------------|-----------------|-------------------|-----------------------|-------------------|
| | Policy ____ | Award of Bid ____ | Budget Amendment ____ | Change Order ____ |
| | Resolution ____ | Contract ____ | Grant ____ | Other ____ |

| Action of Board | | | | |
|-----------------|-----------------------------|------------------|----------------|----------------|
| Approved ____ | Approved w/ Conditions ____ | Disapproved ____ | Continued ____ | Withdrawn ____ |

Subject: **Acceptance of DSO Budget: FAMU National Alumni Association (NAA)**

Rationale: The DSO Budgets are submitted for acceptance in accordance with FAMU Board of Trustees Policy Number 2018-01.

The DSO shall submit an annual operating budget, which has been approved by the DSO's governing board and by the President and submitted to the Board for approval. The budget shall be submitted no later than sixty (60) days after the first day of the fiscal year for which the budget pertains.

Attachment: FAMU NAA Budget (see Attachment)

Recommendation: Acceptance of the FAMU NAA Budget

FAMU National Alumni Association
2018-2019 Budget


| | | | Unaudited | | | |
|--|---|------|------------------|------------------|------------------|------------------|
| | | | 2017-2018 | 2017-2018 | 2017-2018 | 2018-2019 |
| | | | BUDGET | Actual | Variance | BUDGET |
| | | | 1/31/2017 | 1/31/2018 | 1/31/2018 | 1/31/2018 |
| REVENUE CATEGORIES | | | | | | |
| 1000-Operating Income | | | | | | |
| 1010 | Regular & Associates Memberships | 211 | 100,000 | 26,095 | (73,905) | 100,000 |
| 1020 | Life Endowment Earnings | 198 | 79,653 | 79,653 | 0 | 79,653 |
| 1145 | Fundraising & Miscellaneous Activities | 211 | 12,000 | 14,761 | 2,761 | 24,700 |
| 1145.2 | FAMU Day at the Capitol Registrations (300@\$10) | 211 | 3,000 | - | (3,000) | 3,000 |
| 1145.3 | Insurance Quote Revenue | 211 | 8,250 | 10,160 | 1,910 | 10,000 |
| 1145.4 | 5th Quarter Classic | 211 | - | - | - | - |
| 1145.5 | Miscellaneous Activities | 211 | - | - | - | - |
| Total Operating Income | | | 202,903 | 130,669 | (72,234) | 217,353 |
| 1100-Restricted Income - Other Revenue | | | | | | |
| 1120 | New Life Members | 197 | 56,250 | 48,938 | (7,312) | 56,250 |
| 1120.1 | Life Endowment Investment Earnings | 198 | - | - | - | - |
| 1140 | Contributions (Chapters, Alumni, and Individual) | 211 | 1,000 | 6,738 | 5,738 | 5,000 |
| 1141 | Contributions - Chapters Liability Insurance | 211 | 22,692 | - | (22,692) | - |
| 1150 | Contributions (NAA Million Dollar Campaign Endowment) | 1404 | - | - | - | - |
| 1160 | Endowed Scholarship Fund Earnings (Million Dollars Campaign Earnings) | 1405 | 9,107 | 8,931 | (176) | 9,107 |
| 1161 | NAA Retention Scholarship | 1894 | 300,000 | 27,767 | (272,233) | 250,000 |
| | Marching 100 to the Rose Bowl & Beyond (NAA) | 210 | - | 7,199 | 7,199 | 15,000 |
| | FAMU First (NAA) | 2033 | - | 5,176 | 5,176 | 50,000 |
| | NAA Contributions to University - Clearing | | | | | 10,000 |
| 1200 | History Book | 211 | 22,400 | - | (22,400) | 22,400 |
| 1360 | Contributions (Corporate) | 211 | 20,000 | - | (20,000) | 20,000 |
| Total Restricted Income - Other Revenue | | | 431,449 | 104,749 | (326,700) | 437,757 |
| 1200-Restricted Income - Scholarships | | | | | | |
| 1210 | Restricted Scholarships | 204 | 20,000 | 66,638 | 46,638 | 50,000 |
| 1220 | Unrestricted Scholarships | 206 | 3,000 | 810 | (2,190) | 3,000 |
| Total Restricted Income - Scholarships | | | 23,000 | 67,448 | 44,448 | 53,000 |
| Restricted Income -Distinguished Alumni Awards Gala | | | | | | |
| | | 202 | 20,000 | 250 | (19,750) | 20,000 |
| 1300-Restricted Income - Annual General Meeting/May | | | | | | |
| | | 213 | 99,800 | 43,038 | (56,762) | 99,800 |
| Total Projected Revenue/Other Source | | | 777,152 | 346,154 | (430,998) | 827,910 |

FAMU National Alumni Association
2018-2019 Budget

| | | | Unaudited | | | |
|---|--|------|------------------|------------------|------------------|------------------|
| | | | 2017-2018 | 2017-2018 | 2017-2018 | 2018-2019 |
| | | | BUDGET | Actual | Variance | BUDGET |
| | | | 1/31/2017 | 1/31/2018 | 1/31/2018 | 1/31/2018 |
| EXPENDITURES CATEGORIES | | | | | | |
| Line Item | 2000- Operating Expense - Alumni Operations | | | | | |
| 2004 | NAA Printing | 211 | 600 | 119 | 481 | 600 |
| 2009 | Media and Technology Committee | 211 | 10,000 | - | 10,000 | 10,000 |
| 2010 | Annual NAA Audit/990 Report | 211 | 12,500 | 9,500 | 3,000 | 12,500 |
| 2013 | Membership Packets (Pins, etc.) | 211 | 20,000 | 4,263 | 15,737 | 20,000 |
| 2021 | Travel - Executive Board Annual Meeting | 211 | 7,100 | - | 7,100 | 9,800 |
| 2022 | Travel - Alumni Affairs/University Office / NAA Annual Meeting | 211 | 2,000 | - | 2,000 | 2,000 |
| 2023 | Travel - President Special Meeting & Events | 211 | 10,000 | 10,651 | (651) | 10,000 |
| 2024 | NAA Teleconferences/Phone | 211 | 1,800 | - | 1,800 | 1,800 |
| 2025 | NAA Homecoming | 211 | 6,000 | 4,135 | 1,865 | 6,000 |
| 2025.1 | Regional and Chapter Support - Alumni Village | 211 | - | - | - | - |
| 2025.2 | Regional and Chapter Support - MEAC Basketball Tournament | 211 | - | - | - | - |
| 2025.3 | Hospitality - Alumni, Supporters and Friends - Florida Classic | 211 | 10,000 | 13,945 | (3,945) | 10,000 |
| 2025.4 | Hospitality - Alumni, Supporters and Friends | 211 | 523 | - | 523 | 523 |
| 2026 | Governmental Affairs Committee - BOG & BOT Meeting Travel | 211 | 6,050 | - | 6,050 | 6,050 |
| 2028 | Check Charges / Bank Fee / Merchant Fee | 211 | 3,000 | 375 | 2,625 | 3,000 |
| 2030 | New Student Preview (Fall & Spring) | 211 | 200 | - | 200 | 200 |
| 2031 | State Licenses | 211 | 75 | - | 75 | 75 |
| 2032 | NAA President's Expense Account | 211 | 1,000 | 1,071 | (71) | 1,000 |
| 2039 | NAA Membership Committee Expenses | 211 | 3,000 | - | 3,000 | 3,000 |
| 2039.1 | Scholarship Committee | 211 | 1,500 | 2,215 | (715) | 2,600 |
| 2040 | NAA Publicity Expenses/Gala, Reception, Meetings, etc. | 211 | 8,000 | 9,377 | (1,377) | 8,000 |
| 2040.1 | Governmental Affairs Committee - FAMU Day @ Capitol | 211 | 6,000 | 250 | 5,750 | 6,000 |
| 2042 | Fundraising Committee | 211 | 7,600 | 6,704 | 896 | 10,000 |
| 2044 | NAA Contingencies (Contract Services, etc.) | 211 | 500 | - | 500 | 500 |
| 2049 | NAA Postage | 211 | 500 | - | 500 | 500 |
| 2050 | NAA Liability Insurance -Liability & Financial Officer's Bonding | 211 | 23,031 | - | 23,031 | 3,000 |
| 5000 | Election - 2018 Election | 211 | - | - | - | 10,000 |
| 3050 | Student NAA Chapter | 211 | 3,816 | - | 3,816 | 3,816 |
| 3050.1 | Student Recruitment | 211 | 10,000 | - | 10,000 | 10,000 |
| 7000 | History Book | 211 | 22,400 | 480 | 21,920 | 22,400 |
| 6000 | NAA Fiscal Operations Staff | 211 | 83,790 | 9,000 | 74,790 | 57,289 |
| Total Operating Expenses | | | 260,985 | 72,086 | 188,899 | 230,653 |
| Contributions to University | | | | | | |
| 3010 | NAA Scholarships | 211 | - | 42,000 | (42,000) | 50,000 |
| 3010 | NAA Chapter Scholarships | 204 | 20,000 | 87,850 | (67,850) | 50,000 |
| 3010 | NAA Scholarships | 202 | 8,000 | 4,500 | 3,500 | - |
| 3020 | NAA Scholarships | 206 | 12,000 | 8,000 | 4,000 | - |
| 3050 | NAA Scholarship - Retention | 1894 | 300,000 | 65,671 | 234,329 | 250,000 |
| 3030 | Contributions to the University | 206 | 3,000 | 410 | 2,590 | - |
| 3030 | Contributions to the University | 211 | 7,910 | 6,750 | 1,160 | 7,000 |
| 3030 | Contributions to University | 204 | - | 9,950 | (9,950) | - |
| | Marching 100 to the Rose Bowl & Beyond (NAA) | 210 | | | - | 15,000 |
| | FAMU First (NAA) | 2033 | | | - | 50,000 |
| | NAA Contributions to University - Clearing | 2041 | | | - | 10,000 |
| Total Contributions to University | | | 350,910 | 225,131 | 125,779 | 432,000 |
| Annual General Meeting/May - Restricted | | | | | | |
| | | 213 | 87,900 | 3,545 | 84,355 | 87,900 |
| Distinguished Alumni Awards Gala (DAAG) - Restricted | | | | | | |
| | | 202 | 12,000 | - | 12,000 | 12,000 |
| Accounts | | | | | | |
| | National Alumni Life Membership | 197 | 56,250 | - | 56,250 | 56,250 |
| | Million Dollars Campaign Earnings | 1405 | 9,107 | - | 9,107 | 9,107 |
| Accounts | | | 65,357 | - | 65,357 | 65,357 |
| Total Projected Expenditures/Contributions | | | 777,152 | 300,762 | 476,390 | 827,910 |

FAMU National Alumni Association
2018-2019 Budget

| | | | Unaudited | | |
|---|------|----------------|------------------|------------------|------------------|
| | | | <u>2017-2018</u> | <u>2017-2018</u> | <u>2017-2018</u> |
| | FUND | <u>BUDGET</u> | <u>Actual</u> | <u>Variance</u> | <u>BUDGET</u> |
| | | 1/31/2017 | 1/31/2018 | 1/31/2018 | 1/31/2018 |
| Total Projected Revenue/Other Source | | 777,152 | 346,154 | (430,998) | 827,910 |
| Total Projected Expenditures/Contributions | | 777,152 | 300,762 | 476,390 | 827,910 |
| Revenue/Other Source Less Expenditures/Contributions | | (0) | 45,392 | 45,392 | - |
| Gregory L. Clark | | | | | |
| President, National Alumni Association | | | | | |
| Lenard Franklin, Treasurer | | | | | |
| Juanita Moore, Financial Secretary | | | | | |
| Juanita Moore, Acting Chairman, Budget Committee | | | | | |

 7/30/2018 7:19:59 PM PDT

**Florida Agricultural and Mechanical University
Board of Trustees**



ACTION ITEM

**Direct Support Organizations Committee
Thursday, August 9, 2018
Agenda Item: III. 3.**

| Item Origination and Authorization | | | |
|------------------------------------|-------------------|-----------------------|-------------------|
| Policy ____ | Award of Bid ____ | Budget Amendment ____ | Change Order ____ |
| Resolution ____ | Contract ____ | Grant ____ | Other ____ |

| Action of Board | | | | |
|-----------------|-----------------------------|------------------|----------------|----------------|
| Approved ____ | Approved w/ Conditions ____ | Disapproved ____ | Continued ____ | Withdrawn ____ |

Subject: **Acceptance of DSO Budget: FAMU Rattler Boosters**

Rationale: The DSO Budgets are submitted for acceptance in accordance with FAMU Board of Trustees Policy Number 2018-01.

The DSO shall submit an annual operating budget, which has been approved by the DSO's governing board and by the President and submitted to the Board for approval. The budget shall be submitted no later than sixty (60) days after the first day of the fiscal year for which the budget pertains.

Attachment: FAMU Rattler Boosters Budget (see Attachment)

Recommendation: Acceptance of the FAMU Rattler Boosters Budget

**FLORIDA A&M UNIVERSITY
RATTLER BOOSTERS INC.**

PROPOSED BUDGET for FISCAL YEAR 2018-2019

| | Category Description | FY 2017-2018 Actual | FY 2017-2018 Budget | FY 2018-2019 Budget (Revised) |
|----|--|--------------------------------|--------------------------------|--|
| | Revenue: | | | |
| 1 | Member Dues | \$ 25,519.26 | \$ 50,000.00 | \$ 50,000.00 |
| 2 | Life Member | \$ 26,287.50 | \$ 22,500.00 | \$ 26,287.00 |
| 3 | Subscribing Members | \$ - | \$ 7,500.00 | \$ 7,500.00 |
| 4 | Kickoff Luncheon - August 2017 | \$ - | \$ 10,000.00 | \$ - |
| 5 | Fund Raising Events | \$ 8,380.00 | \$ - | \$ - |
| 6 | Fang Luncheon - May 2018 | \$ - | \$ 10,000.00 | \$ - |
| 7 | Fang Luncheon - May 2019 | \$ - | \$ - | \$ - |
| 8 | 2018 - Homecoming Campaign | \$ 37,824.64 | \$ 100,000.00 | \$ 50,000.00 |
| 9 | 2019 - Homecoming Campaign | \$ - | \$ - | \$ - |
| 10 | Contributions / Sponsorships | \$ - | \$ 10,000.00 | \$ - |
| | Rattler Booster Operations | \$ - | \$ - | \$ - |
| | Total Revenue | \$ 98,011.40 | \$ 210,000.00 | \$ 133,787.00 |
| | | | | |
| | | | | |
| | Operating Expenses: | | | |
| 11 | Contractual Services | \$ (8,420.00) | \$ 20,000.00 | \$ 9,000.00 |
| 12 | Legal and Accounting | | | |
| 13 | Travel Expenses | \$ (8,977.79) | \$ 10,000.00 | \$ 15,000.00 |
| 14 | Entertainment Expenses | \$ (9,035.66) | \$ 6,000.00 | \$ 11,000.00 |
| 15 | Professional Memberships | \$ (148.55) | \$ 1,000.00 | \$ 150.00 |
| 16 | Office Supplies, Material and Equipment | \$ (4,105.73) | \$ 10,000.00 | \$ 6,470.00 |
| 17 | Membership Awards | \$ - | \$ 10,000.00 | \$ - |
| 18 | 2017 Kickoff Luncheon | \$ (10,263.84) | \$ 7,000.00 | \$ - |
| 19 | 2018 Kickoff Luncheon | \$ - | \$ 6,000.00 | \$ 10,300.00 |
| 22 | Athletic Donation (from Homecoming Campaign) | \$ (30,377.45) | \$ 100,000.00 | \$ 50,000.00 |
| 23 | Scholarship Funds | \$ - | \$ 10,000.00 | \$ - |
| 24 | Life Membership Endowment | \$ (24,750.00) | \$ 30,000.00 | \$ - |
| 25 | Fund Raising | | | \$ - |
| 26 | Bank Service Charges | \$ (263.68) | | \$ 263.00 |
| 27 | Transfer to Restricted Fund | \$ (1,500.00) | | \$ 1,500.00 |
| 28 | Contingencies | | | \$ 30,104.00 |
| | Total Expenses | \$ (97,842.70) | \$ 210,000.00 | \$ 133,787.00 |
| | | | | |
| | TOTAL | \$ 168.70 | \$ - | \$ - |

**Florida Agricultural and Mechanical University
Board of Trustees**



ACTION ITEM

**Direct Support Organizations Committee
Thursday, August 9, 2018
Agenda Item: IV. 1.**

Item Origination and Authorization

Policy _____ Award of Bid _____ Budget Amendment _____ Change Order _____
Resolution _____ Contract _____ Grant _____ Other _____

Action of Board

Approved _____ Approved w/ Conditions _____ Disapproved _____ Continued _____ Withdrawn _____

Subject: Approval of New DSO Board Members

1. FAMU Foundation Board of Directors

a. Faculty Representative

**Re-Election of Professor Phyllis Taite, served one-year - 3/2017-5/2018
Recommended by the FAMU President and Faculty Senate President**

b. Student Government Association Representative

**Election of Senate President Rochard Moricette
Recommended by the Student Body President**

Rationale: This action item is submitted for approval in accordance with FAMU Board of Trustees Policy Number 2018-01, IV., 4), d) Provide that the Board shall approve all appointments, including elected board members to any DSO board.

The FAMU Foundation By-Laws (...Section 6 Designated Ex-Officio Membership) stipulates that,

The Directors shall include among their members the persons who hold the following positions: a Faculty representative from the Faculty Senate recommended by the President after consultation with the Faculty Senate Chairperson and a current Student Government Association (SGA) representative or student representative who is not serving on the Board of

**Florida Agricultural and Mechanical University
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Trustees. They shall be considered members of the Foundation and shall have voting rights.

These individuals will serve a term of one-year commencing immediately following appointment and continuing through the meeting closest to the end of one year. These directors must sign and adhere to the Minimum Participation Standards for Ex-Officio Membership and must adhere to the Code of Ethics and Standards of Conduct set forth by the board. These directors may be re-elected for an additional term after showing a desire for continued membership in writing. These members must adhere to all provisions of the by-laws, except as specifically provided elsewhere in the By-Laws.

Attachment: N/A

Recommendation: Approve the recommendations for the New DSO Board Members.